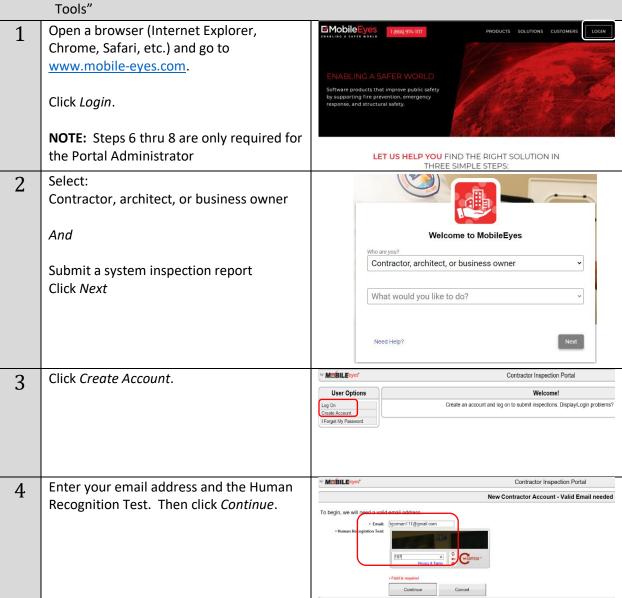


## Office of the Illinois State Fire Marshal

AHJ Inspection Portal Creating an account and logging in

- The FIRST person to create an account linked to your company will be the Portal Administrator
- That person controls the privileges that the rest of the people have. As people create portal accounts linked to your company, they won't be able to do or see anything until the Administrator grants them privileges
- The Administrator can also grant administrative rights to other users (<u>If your administrator is</u> to leave the department they will need to grant administrative rights to another user)
- Additional information on Admin rights can be found in the Help Video "How to Use Admin Tools"





## Office of the Illinois State Fire Marshal

AHJ Inspection Portal Creating an account and logging in

7	Enter your department name in the	New Contractor Account
5	Business Name box. As you type, it will	Business Name:   Village of Troy Fire Rescue  ×   Selectionatch or create new.   Selectionatch or create new.
	• • • •	No matches  Select colleting business or  Create New Business
	look for matches to existing departments.	Creditarios
	This is in case a department has multiple	* Name:  Phone (Desk Phone):  You can add more phone numbers later
	people setting up accounts. If you see	Phone (Cell): Phone (After Hours):
	your department pop up in the	Email: tgorman111@gmail.com Personal Fax:
	suggestions, click on it. If not, click <i>Create</i>	Password: Must be between 6 and 20 characters.     Confirm Password: This must match the value in the password field exactly.
	New Business.	Lic. # Lic. Description Effective Date Expire Date
	New Dusiness.	New Lic. # Clear Delete
		Field is required     Continue Cancel
	Fatantha address and about information	New Contractor Account
6	Enter the address and phone information	- Business
	for your department.	Select match of create new.
		Address (Ln 1):     Address (Ln 2):
		City: Troy     State(Prov: [L. (Ilinois)
		*ZipiPostal Code: 62703  Tax ID #:
		Main Business Phone:   315-7:55-6847  ×
		Associated AHJs
		Select the AHJs you will be sending reports to and click ▶.     Remove AHJs by selecting them at right and clicking ◀.     Select multiple AHJs by suspic clirt click.
		Click Transpler via by Stating Contracts.     Click Seaf To apply filter():     You must select at least one AHJ to create an account.
		Customer Name:  State/Providence: -show all-
	Final the Office of the Illinois Chats Fina	Search Clear Filters  Associated AHJs
7	Find the Office of the Illinois State Fire	Select the AHJs you will be sending reports to and click ▶.     Remove AHJs by selecting them at right and clicking ◀.
	Marshal (OSFM) in the Available AHJs list	Select multiple AHJs by using crrl+click. Click "Search" to apply filter). You must select at least one AHJ to create an account.
	and click to select it.	Customer Name:
		State/Providence: -show all
		Available AHJs Selected AHJs
		Greenfield Fire Territory (IN) Howard County DFRS (MD) Indianapolis Fire Department (IN)
		Iona McGregor Fire Protection (FL) Mifflin Township (OH)
		Office of Illinois State Fire Marshal (IL) Plainfed Fire Department (IN) Plainfed Fire Territory (IN)
		Rutgers University (NJ) Van Buren Township FD (MI)
	Click the agreement many that the Calculate	Associated AHJs
8	Click the arrow to move it to the <i>Selected</i>	Select the AHJs you will be sending reports to and click ▶.     Remove AHJs by selecting them at right and clicking ◀.
	AHJs list.	Select multiple AHJs by using ctrl+click. Click "Search" to apply litter(s). You must select at least one AHJ to create an account.
		Customer Name:
	<b>NOTE:</b> The terminology will be a little off -	State/Providence:show all
	"Selected AHJs" for example. That is	Search   Clear Filters    Available AHJs   Selected AHJs
	because the portal is primarily used by	Greenfield Fire Territory (IN) Howard County DFRS (MD)  Office of Illinois State Fire Marshal (IL)
	sprinkler and alarm contractors to submit	Indianapolis Fire Department (IN) Iona McGregor Fire Protection (FL) Mifflin Township (OH)
	system inspection reports to their local	Office of Illinois State Fire Marshal (IL) Pike Township Fire Department (IN)
	· · · · · · · · · · · · · · · · · · ·	Plainfield Fire Territory (IN) Rulgers University (NJ) Van Buren Township FD (MI)
	AHJ. The Office of the Illinois State Fire	
	Marshal (OSFM) is using it to have local	
	AHJs submit public school inspection	
	reports.	



## Office of the Illinois State Fire Marshal

AHJ Inspection Portal Creating an account and logging in

